

SACRED HEART SCHOOL

2011



**“Happy, considerate, active learners, striving for excellence, equipped for the future,
with hearts open to God, and growing in their Catholic Faith”**

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Welcome to our Sacred Heart learning community.

As a Catholic integrated school, we are committed to developing balanced students who are equipped to succeed spiritually, academically, physically and socially.

Our vision statement (below) drives all aspects of school life.

“Happy, considerate, active learners, striving for excellence, equipped for the future, with hearts open to God, and growing in their Catholic Faith”

We welcome your inquiries or comments.

David Armstrong
Principal



Catholic Character

In a Catholic school the school operates in a way known as the Catholic character. This is not something simply “added on” to what would otherwise be an ordinary State school. Nor does it merely refer to Religious Education, ceremonies and observances. The Catholic Character actually provides the framework within which the whole school curriculum is delivered; it is, in fact, integral to everything that takes place in the school, or on behalf of the school, and its community. Properly observed and practised, it also provides a climate of hope, inspiration and service for all members of the school community.

Roman Catholic - Our school is built on the Roman Catholic faith.

The School Community - The school community includes the pupils/students; their parents, who are the foremost educators of their children; the teaching and non-teaching staff; the Board, the Parish of Sacred Heart and our Proprietor, Bishop Barry Jones the Bishop of Christchurch.

The Values - These “values of Jesus Christ” as expressed in Scripture, are reflected in the way that everyone within the school community is expected to treat each other and is expressed clearly in our “Heart for Living” statement. (p. 2)

All staff in a Catholic school are expected to model these values in their behaviour and to teach and proclaim them to their students.

A Little History . . .

How did we get here?

A short history of Sacred Heart School

The first Sacred Heart Parish School opened on 3rd November 1879, before the Sacred Heart Sisters came. Although the school had both boys and girls, they were not taught together in those days. Bishop Redwood asked for plans to be drawn up for a boys' school to be built on Browne Street and a girls' school to be built on Craigie Avenue.

The Sisters of the Society of the Sacred Heart of Jesus in France were asked by Bishop Redwood if they would come to teach in Timaru. Six nuns landed in Wellington in 1880. When they finally arrived in Timaru, no convent had been built, so for a while the sisters lived in part of the school. The sisters continued to teach at the school until 1935.

Following this, the Mercy Sisters were asked to come and teach in Timaru; they were welcomed in December 1935. The school roll was 248 in 1936. Throughout the years, many Mercy Sisters continued to teach at the school.

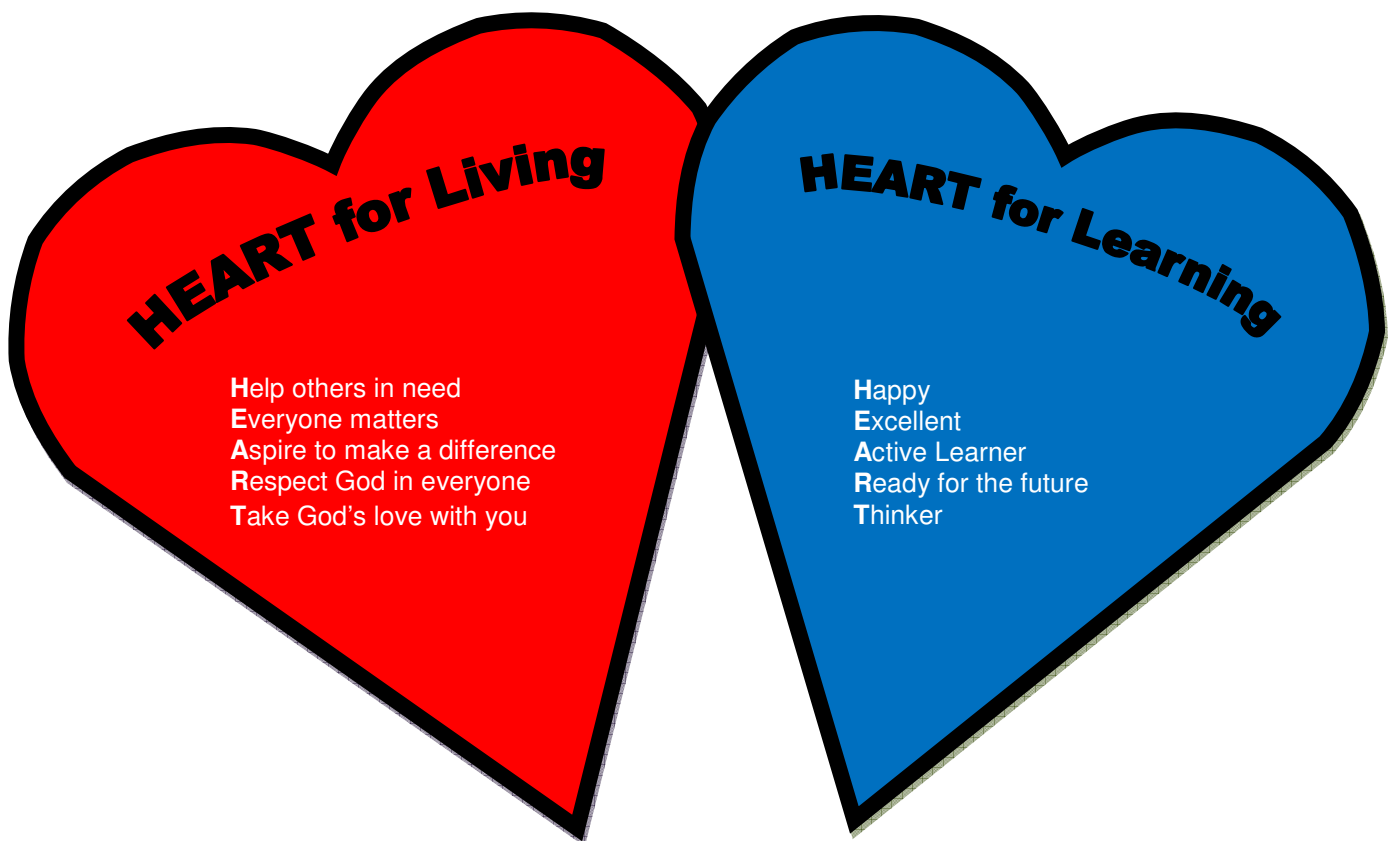
The Marist Brothers took charge of the boys' school in 1891. In 1924 the school burnt down and a new school was built in Browne Street. This is now our Rooms 1 and 2. In 1983 the Bishop decided that it was better to have just one school built on the Marist Brothers' grounds. The Marist brothers left to teach at other schools in New Zealand. They had taught in Timaru for 91 years.

At this point the Marist Brothers boys' school closed down. The old Sacred Heart School on Craigie Avenue also closed down. Both schools joined together on the Marist Brothers' grounds which is where we are now. Rooms 8, 9 and 10 were once the Marist Brothers' house. Their housekeepers' flat is now our administration block. Room 7 was shifted from the old Sacred Heart School. Rooms 4, 5 and the Library were built for the new school. The statue of Our Lady which is beside the school office came from the old Sacred Heart School; it had been a present to the school from past pupils in 1911.

The school has continued to change and evolve as time has passed and while there are no Sisters or Brothers on the present teaching staff, the foundation that they laid way back in 1879 continues to guide us.

Our Vision

“Happy, considerate, active learners, striving for excellence, equipped for the future, with hearts open to God, and growing in their Catholic Faith”



Staff



Teachers:	Yr 7/8	Melanie Field
	Yr 7/8	Katie Flutey, Nichola Rosonowski
	Yr 5/6	Vanessa Galbraith
	Yr 4	Hayden Gander
	Yr 3	Amanda O'Brien, Bernadette Grogan
	Yr 1/2	Debbie Plant
	Yr 0/1	Jenny Moynihan
Support Staff		Sandra Hood
		Janice Rooney
		Brigid Cochrane
		Jane Vogel *
ICT Technical Support		Bob Cross *
Cleaning Staff		Noreen Kelland*
		Michelle Dix*
		Abby Dix*
Property Manager		Nigel Plant
Principal		David Armstrong

* Absent

Board of Trustees

Board elections are held every 18 months. The Board is supported by three Proprietor's Representatives, who oversee the Special Character of our school. They are appointed by the Bishop, the Proprietor of our school, on the recommendation of the Parish Priest, who is also a Proprietor's Representative.

The Board comprises:

Ms Caroline McKay	Chairperson	Elected
Mr Rob Anderson	Finance	Elected
Mrs Sally Betts	Treasurer	Proprietor's Rep
Father Peter Costello	Parish Priest	Proprietor's Rep
Mr Julian Dale		Proprietor's Rep
Mrs Cheryl Fransch		Proprietor's Rep
Mrs Silvia Jenkins		Elected
Mr Shawn Miller	Vice-Chairperson	Elected
Mrs Donna O'Toole		Elected
Mr David Armstrong	Principal	
Mrs Jenny Moynihan	Staff Representative	

Minutes from the Board of Trustee meetings are available for inspection at the School Office.

School Community Group

The School Community Group (SCG) is made up of parents and has a vital role in supporting the school through the following functions:

- Public Relations.
- New Parent Support – Members of the SCG make contact with all new school parents.
- Involvement in school activities, eg sports events, help in classroom, trips.
- Fundraising.

The present committee office holders are:

Marie O'Neill	Chairperson
Sally Parker	Vice Chairperson
Gina Miller	Secretary
Debbie Brownie	Treasurer

Please contact the School Office (03 688 8188) if you would like further information or can help in any way. The group meets as necessary and tries to combine fun with business!

Facilities

Sacred Heart is a well equipped school comprising of 8 classrooms and associated support facilities. The use of computers and other ICTs to aid teaching and learning is currently a schoolwide focus. The Board is supporting this direction with resourcing and currently has over 60 **computers** being used daily throughout the school, as well as data projectors, interactive whiteboards and other various cutting edge technology. A well stocked library complements the electronic resources and provides a centre for learning.

There is a dedicated **music room** that allows students to learn instruments, practise singing and work on dance routines including during break times. We are also lucky to have the use of the **Celtic Hall** which borders the school grounds and assemblies are held there.

The grounds include playing fields, sealed areas, and two **adventure playgrounds**. We also use ANZAC Square which borders the school's southern boundary and it contains facilities such as a full football field, artificial cricket wicket and a lot of **space** to hold P.E. lessons and practices.





Absences

If your child is sick or will be late to school please telephone the School Office by 9.00 am or leave a message on the school answer phone. We then know that your child is safe. As we run an electronic attendance register, we need to know **why** your child is absent. Please state a reason when leaving a message.

Assemblies

Full school assemblies are currently held every second Friday at 2.15 pm in the Celtic Hall. They are scheduled for even weeks (the second, fourth, sixth week etc) of each term. Access to the hall is through the school grounds by Room 3.

Junior assemblies are held on odd weeks in the Library.

Buses

Students living within the Timaru City area are able to travel on scheduled Timaru bus services. Timetable information can be obtained from Metroinfo at the Timaru i-SITE Visitor Centre in George Street. Students living in rural areas are entitled to travel on school buses to their closest Catholic School. The Aoraki Schools' Transport Network routes can be seen at <http://bit.ly/i6xxmx> as well as eligibility information and contact details.

Behaviour

A high standard of behaviour is expected at all times.

There are two main philosophies underpinning our beliefs about student behaviour.

Firstly, our Catholic Character guides our actions and is simply expressed in the Gospel value of: "treat others as you would like to be treated." (We often call this the "Golden Rule".)

Secondly, our staff are trained in a system called "Restorative Practice". The fundamental aim of this system is to fairly resolve any possible misbehaviour, rather than simply impose consequences. It addresses the reasons behind the behaviour, the rights of any "victims" and involves all affected parties. More detailed information can be found at www.restorativeschools.org.nz, or by talking to any staff member.

Bell Times

8.55 am	Instruction
10.30 – 10.50 am	Morning Interval
12.25 pm	Lunch
1.20 pm	Instruction
2.10 pm	Brain Break
2.15 pm	Instruction
3.00 pm	Home

Camps and Trips

Camps are planned for students in Year 4-8 classes. These camps provide a range of stimulating and challenging activities as well as having team building as a major focus. Parent help is vital for camps to proceed and planning is undertaken in advance to ensure parents are aware of dates and venues. The programme starts gently with an overnight, at school experience, for Year 4, and progresses to a full week's adventure for Year 8.

We also offer optional ski/skate trips in winter as well as a wide variety of class visits to local places of interest such as the Museum, Art Gallery, historic sites, etc.

Challenge Programme

As a school community, it is essential that we develop students who are willing and able to take charge of their own learning. This becomes increasingly important as the students move closer to secondary school and the world beyond.

To help grow the necessary qualities to achieve this aim, we have developed the Sacred Heart Challenge Programme.

Students participating in the optional challenge programme will be expected to also complete weekly basic maths facts and reading homework, which research* shows are the only effective types of homework at primary level.

* Alton-Lee A., (2008) Best Evidence synthesis, "Quality Teaching for Diverse Students in Schooling", Ministry of Education, Wellington

Many of the challenges are completed at home, but as you will see, are nothing like traditional homework, and value the fantastic learning opportunities that children are already involved in, at and beyond, home.

How it Works

Students in Years 5-8 who choose to take part, will receive a series of challenges grouped under five headings: Catholic Character/Service, The Arts, Physical/The Outdoors, Academic, and Technology. They must complete at least one challenge from each category, but can then 'major' in an area they are keen on. Students who aim to achieve a **Heart Award** will need to achieve at least TWO challenges from each category.

To earn an award at the end of the year, students complete a certain number of the challenges.

<u>Award</u>	<u>Minimum number of challenges</u>
Bronze	8
Silver	10
Gold	12
Heart	15+

Why it Works

Several schools around New Zealand have used systems like this to motivate and challenge their students. They have found it successful because it is optional – neither you nor the teachers are forcing your children to do it – they want to, and - it is fun!

Our aim is to have the majority of our seniors involved – by choice. At the beginning of each year, students are given full information about the programme and are encouraged to discuss the benefits with their parents. To make it work, there is a commitment involved by families, which will result in huge rewards.

Staff do their utmost to support all the students and will have the responsibility for checking progress and encouraging them to strive for excellence. Please ask questions as we are excited about the possibilities this programme can have for everyone.

Computers and ICT

Information communication skills are a vital part of our school. The school is part of a 3 year Government contract aimed at upskilling both students and teachers. The Board and SCG have supported this initiative by funding the necessary equipment. Our up to date network includes over 60 computers, digital cameras in all rooms, data projectors, interactive whiteboards, and other tools that aid learning. We are committed to continuing this development so that our students are ready for their futures.

Enrolment

There are two ways to be enrolled at our school:

1. Preference Enrolment

Most of our students have to be “preference” to be enrolled. This generally means that they are baptised Catholic, or have a significant adult in their life (parent, grandparent, etc) who is Catholic. Preference is decided by our Parish Priest, Father Peter Costello, who can be contacted at 03 684 4263.

2. Non-Preference Enrolment

5% of our students are allowed to be “non-preference” which means they do not have to be Catholic. We maintain a waiting list and from time to time, places become available, so it is always worth asking!

Children in New Zealand schools, may start school the day they have their fifth birthday and must be enrolled by the time they are six years old. Parents are encouraged to enrol their child as early as possible as this enables us to plan appropriately. Enrolment forms are available from the School Office and prior to your child’s starting date, a birth certificate and immunisation records will be required. Before your child begins school formally, the new entrant teacher will make contact and arrange between two and four morning visits. This time helps the actual entry become a smooth and happy experience.

Steps to enrolment are:

1. Contact the school and talk to the Principal.
2. Visit our Parish Priest (Father Peter Costello) to complete a preference form (if seeking preference enrolment).
3. Complete the enrolment forms.

Fees

Summary of Fees (details below)

Please note that we strongly encourage automatic payments and are happy to help organise these.

Type	Amount	When	Tax deductible donation?
School contribution	\$35	yearly	yes
Religious Education Resource	\$16	yearly	yes
Catholic Character contribution	\$10	each term	yes
Technology fee (Yr 7/8)	\$69	yearly	no
Attendance dues	\$39	each term	yes

School Contribution

In order to help provide a wider range of resources to our students the Board has set a yearly donation amount of \$35 per student. This money enables us to take part in activities such as; hosting visiting performers, trips outside the school and other activities that we cannot afford to access without funds. This financial contribution is a tax deductible donation.

Religious Education Resource

Parents are also required to pay the \$16 Religious Education Programme fee which pays for the development and implementation of the national Religious Education Programme.

This is used by the Board of Trustees to supplement/subsidise the cost of the digital Religious Education resource required for the delivery of the NZ Catholic Bishops' Conference's mandatory primary school Religious Education programme. The Religious Education Resource contribution is \$16.00 per annum, per child. This financial contribution is a tax deductible donation.

Attendance Dues

Attendance Dues are collected on behalf of the Bishop of Christchurch, i.e. the Proprietor of the school.

All Catholic Schools charge Attendance Dues which are a legally binding charge on all parents and caregivers who have enrolled their children at a Catholic school. This is payable, unless in special circumstances, the charge has been waived by the Proprietor of the school for specific issues associated with a family.

In the Christchurch Diocese the Attendance Due charge is \$39.00 per term (including GST) for each child. The account is sent out early at the beginning of each term, from the parish.

and is **paid to the parish**. The charging of Attendance Dues is authorised under the Private Schools Conditional Integration Act (1975) and are used to pay for costs associated with the land and buildings for the Catholic schools in the Diocese.

Where a parent has four or more children at a Catholic primary school their attendance dues invoice will be for three children only, i.e. the fourth child, and any further children, will not be charged for attendance dues.

Accounts are sent by the Parish at the beginning of each term. Parents are strongly encouraged to set up an automatic payment with their bank.

Catholic Special Character Contribution

The Catholic Special Character Contribution is collected on behalf of the Catholic Education Office and is used to cover costs associated with the provision and delivery of professional development and advisory services in support of Catholic Special Character in Catholic primary schools in the Diocese. The 2011 the Diocesan Catholic Special Character Contribution is \$10 per term, per child. This financial contribution is a tax deductible donation.

Homework

We base our homework system on current research* which shows that the only effective homework at primary level involves reading and basic mathematics facts. Consequently our core programme consists of these two activities. To cater for the wide interests and needs of our senior (Yr 5-8) students we also run the Sacred Heart Challenge Programme alongside the core activities. This programme is optional and encourages students to take responsibility for their own learning and to strive for excellence (refer p.9).

* Alton-Lee A., (2008) Best Evidence synthesis, "Quality Teaching for Diverse Students in Schooling", Ministry of Education, Wellington

Learning Support

We have a comprehensive system of Learning Support that caters for children who are having difficulties. Key to this is the early identification of children who need extra help. Once identified, senior teachers consult with the classroom teacher to design a programme for that child. We regularly use outside specialists, such as Resource Teachers of Learning and Behaviour, Child Psychologists, Public Health Nurses, etc, to help us.

The Board also employs Teacher Aides who work with individuals and small groups on specific goals.

Library

Our well equipped library is open to students throughout the day. Parents are welcome to browse for books with their children before and after school. All resources are electronically recorded and can be searched for from classrooms.

Lunch Orders

In line with our healthy eating policy, a variety of nutritious lunch items are available each day from the Roncalli College tuck shop. We encourage people to write their orders on an old envelope, enclose the necessary money and put it in the slot in the office counter before school. Subway and Spuds Supreme can also be purchased on Fridays. Order bags for these are held at the Office and should be returned, with money, before school on Fridays. Current price lists are available at the Office.

Lollies, chewing gum, fizzy drinks etc are not allowed on school grounds. Students may not leave the school grounds to go out and buy lunches.

All students sit in the lunch area at the start of lunchtime and eat together. Duty teachers supervise.

Medical

Minor Sickness or Injury

Facilities for short-term rest are available at school. A first-aid stock is maintained and the teachers on duty during breaks will deal with minor accidents. In the case of sprains, head injuries or anything else that may deteriorate later, parents will be informed by telephone, or sent a note of explanation, if no telephone contact can be made.

Medicine

If you wish your child to be given medication while he/she is at school, it is necessary for a signed Medical Consent form to be completed by the parent when medicine is dropped into the School Office.

Head Lice

It is important that you check your child's hair regularly and let us know if head lice are found. Further information is available at the School Office.

Dental Treatment

Children's treatment commences at the age of two and a half years and they are treated annually at the mobile dental caravan which will be based in our school grounds. At other times information on the Therapist's whereabouts can be obtained from the School Office. If you wish to be present when your child's teeth are being checked, please contact the Dental Therapist yourself to arrange a suitable time.

Vision and Hearing Testing

The Vision and Hearing Tester regularly visits the school to test and diagnose children's sight and hearing. If any problems occur, the child's parents are informed and the child is referred to the family doctor. Every child is tested twice during their primary school years, generally at five years and again at the Year 7 level, and may be retested on the request of a parent or teacher.

New Entrant Induction

We have a comprehensive induction programme that is aimed at making the transition to school a smooth one for students and their families.

We encourage families to make contact with us as early as possible to allow us to plan for their child's needs. Generally speaking, new students are invited to come into their future class over the weeks leading up to them starting. This allows them to make friends and become more comfortable with school.

(Note: If the student is less than 5 years old at the time of the visits, a parent or caregiver needs to stay on site with them.)

Newsletters

A key way that we communicate with families is through our weekly newsletters. These are published on Wednesdays and given to the eldest child in each family. An electronic copy is posted on our website (www.sacredhearttim.school.nz) and this is an easy way of finding information from previous issues.

Parent Help

We encourage parent help as a way to assist the classroom teacher, and also as a way to involve parents fully in the life of the school.

Ways you can help include:

- ◆ In the junior classrooms with Maths, Reading and Literacy.
- ◆ During sporting activities.
- ◆ At working bees.
- ◆ On camps and trips.
- ◆ Joining the Board of Trustees or School Community Group (SCG).
- ◆ Becoming a coach or parent help for one of our sports teams.
- ◆ Sharing your musical or craft skills.

Please contact your child's teacher if you would like to help in one of these ways. Newsletters often post notices looking for helpers.

PE and Sport

Physical fitness is valued highly and the school provides a very wide variety of opportunities for involvement. Fitness happens daily regardless of the weather and students in Year 4 and above are expected to have their sports uniform at school each day.

We currently field teams in local netball, basketball and hockey competitions. Many other students play for local sports clubs including soccer (football), softball, t-ball, tennis, rugby, gymnastics, dance, swimming to name a few.

We also support and/or run:

- ◆ Swimming Sports
- ◆ Gymnastics Festival
- ◆ Summer Tournament
- ◆ Winter Tournament
- ◆ Cross Country
- ◆ Athletics

Policies and Procedures

The Board has created a series of policies and procedures to ensure the safe and smooth running of the school. The Board also develops and maintains an Annual Plan and a Strategic Plan to give direction to where the school is going over the coming year and into the future. These plans were created after consultation with our whole school community and are reviewed regularly.

A complete set can be found on our website by visiting the Board section, or paper copies can be accessed in the Office.

Religious Education Programme

As a Catholic school, our curriculum includes the specific area of **religious education**. This is a vital part of our mission and all students take part. We follow the NZ National Curriculum for Catholic Primary Schools.

The curriculum helps children to develop an understanding about how Catholics celebrate, live and pray in ways that are relevant to the new millennium.

It seeks to enhance the collaborative relationship between the Home, the School and the Parish as they work together to educate their children in faith.

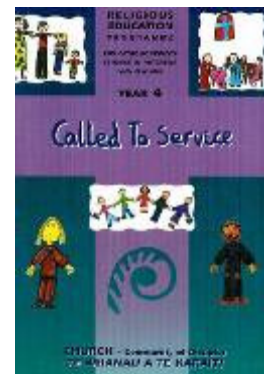
The Curriculum Structure

The curriculum has six Learning Strands for each of the eight years of primary school: - God, Jesus, Holy Spirit, Church, Sacrament, Communion of Saints.

There are also three Learning Modules for each year level: - Liturgical Year, Prayer and Sacramental Celebrations, Myself and Others.

Parents are strongly encouraged to talk to their children about what they are currently learning about in this area and to take all opportunities to reinforce the learning.

You can source a Family / Whanau book through the office which helps explain what the students will be learning and how you can support them.



Reporting to Parents

To ensure that parents are kept well informed about their child's progress, we provide a range of reporting opportunities, including:

Term One: Record of Learning Book.

Term Two: First student-led conference (includes interim National Standards report).

Term Three: Second student-led conference.
Record of Learning Book.

Term Four: Written Report (includes final National Standards report).

As well as these scheduled opportunities, parents are encouraged to arrange to meet with their child's teacher whenever they need to. Our teachers are very accessible.

Stationery

Students will be issued with stationery lists before each year starts. Some items are available from the Office where this provides an advantage in price or quality.

All items should be clearly named and covering exercise books in a covering such as Duraseal is encouraged.

Technology

Once per week, our Year 7 and 8 students go to the Timaru Technology Centre (TTec). Over a two year period students receive instruction in Biotechnology, Electronics and Control Technology, Food Technology, Materials Technology, Production and Process Technology, and Structures and Mechanisms.

The cost to parents is \$69 per year which covers the materials that they use and bring home. (This is invoiced to parents in Term 1.)

Uniform

SUMMER UNIFORM (Terms 1 and 4)

- GIRLS:** Permanently pleated navy and maroon check tunic
White short sleeved blouse
Junior navy V-necked jersey or school sweatshirt
White ankle socks (cover the ankle)
Black or brown traditional school style shoes or sandals with matching stitching (no skate shoes/sports shoes)
Navy slouch sun hat
- BOYS:** Grey short sleeved shirt
Grey summer weight shorts
Junior navy V-necked jersey or school sweatshirt
Grey short socks or socks with white/blue/white bands
Black or brown traditional school style shoes or sandals with matching stitching (no skate shoes/sports shoes)
Navy slouch sun hat

The Board of Trustees has approved a shady school policy that makes the wearing of navy slouch sun hats compulsory while outside at school in Terms 1 and 4.

WINTER UNIFORM (Terms 2 and 3)

- GIRLS:** Permanently pleated navy and maroon check tunic
White long sleeved blouse or a monogrammed white skivvy
Junior navy V-necked jersey or school sweatshirt
White/navy knee length socks or tights
Black or brown shoes with matching stitching (no skate shoes/sports shoes)
- BOYS:** Grey long sleeved shirt or a monogrammed grey skivvy
Grey winter weight shorts
Junior navy V-necked jersey or school sweatshirt
Grey socks with white/blue/white bands
Black or brown shoes traditional school style shoes with matching stitching (no skate shoes/sports shoes)

SPORTS UNIFORM (optional Yr 0 – 3)

- White Polo shirt with school monogram
Navy shorts with school name

1. Jewellery

- One small, plain stud per ear is acceptable.
- Watches are acceptable as long as they pose no safety risk.
- Jewellery with special significance (for example a christening bangle) may be permitted if there is no safety risk and the Principal has approved it.

2. Other

- Nail polish is not permitted.
- Visible writing or drawing on skin is not permitted.
- Hair:
 - should be of a natural colour.
 - be off the student's face (above the eyebrows).
 - should be above the collar at the back or tied up with either red, blue, or white coloured clips and/or hair ties and/or a headband.
 - be clean and in a style/cut that does not attract negative attention.

Undergarments (eg boxers, thermal vests) should not be visible.

If you require any further information or would like to talk to our Principal, please feel welcome to contact us:

Address: 54 Heaton Street, Timaru
Website: www.sacredhearttim.school.nz
Email: office@sacredhearttim.school.nz
Telephone: 03 688 8188



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